

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b> SUBJECT MICHIGAN PRISONER REENTRY INITIATIVE	EFFECTIVE DATE 07/30/07	NUMBER 03.02.100
	SUPERSEDES 03.02.100 (09/19/05)	
	AUTHORITY MCL 791.203	
	ACA STANDARDS NONE	
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## POLICY STATEMENT:

The mission of the Michigan Prisoner Reentry Initiative (MPRI) is to significantly reduce crime and enhance public safety by implementing a seamless plan of services and supervision developed with each offender and delivered through state and local collaboration from the time of their entry to prison through their transition, community reintegration, and aftercare in their communities.

## RELATED POLICIES:

03.02.101 In-reach Services

## POLICY:

### GENERAL INFORMATION

- A. Implementation of the MPRI requires a coordinated systems approach to offender reentry which involves every phase of the correctional system. It also requires continued and expanded collaboration with community providers and families as well as law enforcement and other government agencies that have a responsibility for public safety.
- B. The Deputy Director of the Planning and Community Development Administration (PCDA) shall be responsible for general oversight of the implementation of the MPRI on a Department-wide level.
- C. The requirements set forth in this policy directive shall control when in conflict with specific requirements set forth in another policy directive.

### MPRI IMPLEMENTATION

- D. The MPRI Model involves improved decision making at critical decision points in the three phases of the custody, release, and community supervision/discharge process. The three phases of MPRI are Getting Ready, Going Home, and Staying Home.

#### PHASE ONE: GETTING READY

- E. The institutional phase describes the details of events and responsibilities that occur during the prisoner's imprisonment from reception admission until the point of the parole decision and involves two major decision points:
  1. Assessment and Classification: Measures the prisoner's risks, needs, and strengths.
  2. Prisoner Programming: Reduces risk, addresses need, and builds on strengths. All reentry programming shall be evidence-based, and evaluated and approved as set forth in PD 05.03.100 "Prison Programs and Organizations".

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## PHASE TWO: GOING HOME

- F. The transition to the community or reentry phase begins approximately six months before the prisoner's target release date. In this phase, highly specific reentry plans are organized that address housing, employment, and services to address addiction and mental illness. Phase Two involves the next two major decision points:
1. Prisoner Release Preparation: Develops a strong, public safety-conscious parole plan.
  2. Release Decision Making: Improves parole release guidelines.

## PHASE THREE: STAYING HOME

- G. The community and discharge phase begins when the prisoner is released from prison and continues through discharge. In this phase, it is the responsibility of the offender to ensure his/her continued success although field agents, human services providers, and the offender's network of community supports and mentors will promote the offender's success in the community. Phase Three involves the final three major decision points of the transition process:
1. Supervision and Services: Provides flexible and firm supervision and services.
  2. Revocation Decision Making: Uses graduated sanctions to respond to behavior.
  3. Discharge and Aftercare: Determines community responsibility to "take over" the case.

## ORGANIZATIONAL STRUCTURE

### STATE POLICY TEAM

- H. The State Policy Team is comprised of representatives from the Governor's Office and the five principal departments (i.e., Department of Corrections, Department of Community Health, Department of Education, Department of Labor and Economic Growth, and Department of Human Services) involved in implementation of the reentry initiative. The Team provides general oversight of the State's implementation of the reentry initiative.

### ADVISORY COUNCIL

- I. The Advisory Council consists of key state and local stakeholders in the reentry initiative. Both state and local government representatives and community representatives are represented. The primary role of the Advisory Council is to inform a broad base of stakeholders about the development and implementation of MPRI in the local community as a means to generate broad based public support and as a forum for essential public education about the MPRI. Within this role, members of the Advisory Council attend meetings and participate in reaching out to the public at-large to educate them about MPRI in their community.

### EXECUTIVE MANAGEMENT TEAM

- J. The Executive Management Team is comprised of representatives from the principal State departments involved in implementing the reentry initiative. The representatives are responsible for making systemic changes within their respective departments to improve reentry practices. The Executive Management Team may develop work groups and implementation committees as needed to focus on policy and policy changes that are needed to implement the reentry process.

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### IMPLEMENTATION RESOURCE TEAMS

- K. Each of the principal State departments are represented by an Implementation Resource Team. This Team is comprised of top level managers who are responsible for moving the MPRI Model into the policies and procedures of their Department and assuring that the Model is fully implemented at both the state and local level. The Department's Implementation Resource Team shall be comprised of representatives of each Administration as designated by the appropriate Deputy Director.

### ADMINISTRATIVE AGENCIES

- L. An Administrative Agency is a community based agency committed to collaborating with the State Policy Team member agencies to provide services to offenders as part of the MPRI program. The primary role of the Administrative Agency is to serve as fiduciary and provide the administrative support for funding, monitoring, and reporting of performance and evaluation; this includes preparation of the comprehensive funding plan and the application to receive MPRI funding.
- M. After local approval, the Administrative Agency is responsible for submitting the application to the Office of Offender Reentry, PCDA. The Administrative Agency is also responsible for the development and submission of additional applications for funds to federal, other state, local, and foundation funding sources based on the Comprehensive Plan and in cooperation with the MPRI Steering Team and working with other agencies in the community to raise funds for MPRI services.
- N. The Administrative Agency is also responsible for the following:
1. Conducting an open and competitive bid process for offender services and issuing contracts based on successful bids.
  2. Program and fiscal monitoring and reporting to ensure program fidelity and contract compliance and for meeting the obligations of the contract with the state as a result of funding provided based on the annual application for MPRI Funds.
  3. The appointment of a management level staff person to the Steering Team as a co-chair.
  4. The hiring or contracting and supervision of the MPRI Community Coordinator with the consensus of the Steering Team co-chairs.
- O. A Department representative from the FOA or CFA MPRI Coordination Team shall be designated by the FOA and CFA Deputy Director to sit on the Board of Directors or Policy Committee of the Administrative Agency. The Department's representative sits on the board to assure that Steering Team issues in the local process are addressed.

### STEERING TEAMS

- P. Steering Teams develop, oversee, and monitor the local implementation process and coordinate local community involvement in the overall statewide reentry process. Steering Teams each have four co-chairs: a community based member who represents the Administrative Agency, a community based member who represents the local MPRI Advisory Council, a Warden of the in-reach facility or designee approved by the Deputy Director of Correctional Facilities Administration (CFA), and a management level FOA staff person designated by the FOA Deputy Director.
- Q. It is the responsibility of Steering Team members to attend Steering Team meetings as representatives of their MPRI service area and to present advice, voice concerns, and share input from their stakeholders and respective organizations. Steering Team members shall take active

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roles in these meetings and are expected to vocally represent the Department's interests and needs to ensure the successful implementation of the MPRI program.

#### COMMUNITY COORDINATORS

- R. Community Coordinators are employees of the Administrative Agencies and act as staff for the local Steering Teams. They are responsible for coordinating the logistics for the interactions of their local Transition Teams with prisoners at in-reach facilities and with parolees under supervision in the community.

#### TRANSITION TEAMS

- S. Each Steering Team shall lead one or more Transition Teams, which shall be comprised of community service providers and/or representatives of the Steering Team. Transition Teams are responsible for providing support to prisoners in the transition planning process and assisting the prisoners' transition into the community through a case-management approach; however, for prisoners paroling, recommendations by the Transition Team are subject to approval by the supervising field agent, once that agent is identified.

#### MPRI FACILITY COORDINATION TEAM

- T. The primary role of the MPRI Facility Coordination Team is to coordinate the implementation of the MPRI Model at each in-reach CFA facility. The team's membership shall include the Warden, the MPRI Facility Coordinator, and other CFA staff that have direct responsibility over the programming and implementation of MPRI in the facility. The primary issues that shall be addressed by the team include, but are not limited to, assessment and classification, prisoner programming, and prisoner release preparation.

#### MPRI FOA COORDINATION TEAM

- U. The primary role of the MPRI FOA Coordination Team is to assure that the MPRI Model is implemented in the community. The FOA team shall be headed by the local FOA Manager who serves as the Steering Team co-chair. The team's membership shall include field and institutional agents, local supervisor(s), and other FOA staff as appropriate to address local issues and needs including, but not limited to, supervision and services, revocation decision making, and discharge and aftercare.

#### COMPREHENSIVE FUNDING PLAN

- V. A comprehensive funding plan is developed by the Administrative Agency, with the consensus of the MPRI Steering Team. The plan addresses specific service areas, such as housing, employment, substance abuse services, mental health, transportation, victim services, and the involvement of local law enforcement and faith based institutions in providing those services. For each of the identified service areas, the Plan describes the local assets that are in place to increase the potential for success for former prisoners, barriers that exist for maximum use of these assets, gaps in services, and proposed solutions to address the barriers and gaps. The Plan also addresses critical issues such as case management, approaches for accountability, monitoring, and performance measurement, and ways to inform the public about the crime reduction goals of the MPRI.
- W. The Administrative Agency may submit to the Department an annual MPRI funding application which has been approved by Administrative Agency's Board of Directors or other appropriate governing body or bodies. The application must detail the costs to implement the proposed solutions in priority service areas as described in the comprehensive funding plan.

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### RELEASE OF INFORMATION

- X. Prior to receiving information regarding a specific prisoner, a person providing MPRI services who is not a Department employee shall be required to sign an agreement to respect the confidentiality of that information and not discuss medical record information or other official information or reports with unauthorized persons. The agreement also shall require that personal information not be divulged for other than legitimate, authorized business purposes. This is not required if the person is providing services under a contract with the Department which provides for such confidentiality.
- Y. Information from a prisoner's health record and substance abuse information shall be disclosed only upon receipt of a signed release from the prisoner.

### OPERATING PROCEDURES

- Z. There are no operating procedures required for this policy directive.

### AUDIT ELEMENTS

- AA. There are no audit elements available for this policy directive.

Approved: PLC 07/18/07